

ABOUT US

PAST, PRESENT AND FUTURE

PAST, PRESENT AND FUTURE

SGA Srl Archive Management Services

A reference point for **document storage in Milan and Lombardy**, SGA Srl was born from the idea of the two founding partners to combine their decades of experience in the study of solutions and the provision of complex services for businesses. Being a Partner for your Business! This is the foundation of our way of operating. We are convinced that the outsourcing of services not related to the core business is the key to maintaining competitiveness in the industry. We believe in the importance of creating a true supplier-customer partnership. This approach allows us to structure services tailored to the actual needs of the customer through consulting, operational and logistical support. Our activity in the **document storage** industry, which has been constantly evolving since its inception, **now extends beyond Milan and Lombardy**. SGA currently has 8,000 square meters of warehouses protected by automatic high expansion foam fire extinguishing systems, cutting-edge anti-intrusion and video surveillance systems and the best security services available on the market.

In addition to the two partners, our team consists of six employees, all of whom are regularly hired. Our staff, whose average age is 32 years, is characterized by its dynamism, initiative and flexibility. Continuous training, attention to innovation in management and operational processes reward the constant efforts of our company with the achievement in 2011 of the ISO 9001:2008 quality certification.

In 2014 the company moved to a new, larger and even safer site in Lentate sul Seveso (MB) at the center of the piedmont junction, a perfect location for serving the provinces of Milan, Monza and Brianza, Como and Varese in the best possible way. As the company continued to grow, a new local unit in Varedo was opened in 2017.

[DOWNLOAD THE ISO9001 TUV
CERTIFICATION](#)

[DOWNLOAD THE FIRE
PREVENTION CERTIFICATE](#)

OUR VALUES

The values that SGA shares with its partners

SGA operates throughout Italy and is by definition the **document storage company in Milan and Lombardy**. Today, it is a leader in **document management** and the **best company for paper archive management and storage services**,

document storage, paper document storage, digital document storage in the provinces of Milan, Como, Lecco, Varese, Monza and Brianza.

SGA Service operates throughout Italy and mainly in Lombardy in the provinces of Milan, Como, Lecco, Varese, Monza and Brianza.

FOCUS ON THE CUSTOMER

Being a Partner for your Business is our mission. We are convinced that the **outsourcing of document management** and **paper and digital archiving of documents**, combined with services related to **rapid consultation**, is one of the keys to success for companies that want to acquire and maintain competitiveness in their industry.

SECURITY

Guaranteeing our customers a peaceful night's sleep, constantly monitoring all the variables involved and adopting the logic of **zero risk in document storage** for all phases is the mission of SGA.

DEDICATION TO WORK

Dynamism, initiative and flexibility. Continuous training, attention to innovation in management processes. Certifications and guarantees based on solid know-how.

TECHNOLOGICAL INNOVATION

For SGA Document Storage and Retention means adopting Innovative Technologies (*cutting-edge technology*) to continuously improve Safety, Quality, Speed and Customer Service.

Thousands, millions of individuals work, produce and save despite everything we can invent to harass them, jam them, discourage them. It is their natural vocation that drives them; not just their thirst for profit. The taste, the pride of seeing your own company prosper, acquire credit, inspire confidence in ever-greater customers, expand systems, constitute a spring of progress just as powerful as profit.

If this were not the case, it would not be explained how there are entrepreneurs in their own company who devote all their energy and invest all their capital to withdraw often profits far more modest than those that could certainly and comfortably obtain with other jobs.

Luigi Einaudi

Luigi Einaudi was an Italian economist, academic, politician and journalist, second President of the Italian Republic. World-famous intellectual and economist, Luigi Einaudi is considered one of the fathers of the Italian Republic.

Carlsberg Group – SGA: a successful synergy.

CASE HISTORY: CARLSBERG

Carlsberg, one of the most famous groups in the world, has been present in Italy for more than 35 years with over 30 offices located throughout the country. In December 2006, the Group met with SGA to address the need to reorganize and rationalize the archives of its headquarters.

From the analysis of the Group's needs, SGA developed a customized management system for Carlsberg which, thanks to extreme customization and strong operational synergy, supports the administrative structure of the head office and of most of the Group companies, above all from the point of view of the nodal management of debt recovery.

Taking into account the objective advantages resulting from the initial experimentation, the Carlsberg Group decided to entrust to SGA the management of the paper archives of almost all the Italian offices.

SGA assists the Group in all phases, from the take-over, to the reconstruction of the coherence of the archives of the peripheral offices, to the personalized indexation, to the homogenization of the search criteria and to the integration in the GestDox management platform.

The advantages of outsourcing the management of paper archives are unquestionable for the Group:

- Significant space saving.
- Punctual and transparent cost control thanks to the corporate framework agreement.
- Substantial zeroing of search times and access to documentation.
- Integration with a document management system that is secure in all respects from privacy to fire protection.
- Speed of document retrieval.
- Implementation of a back-office service that allows to provide the commercial department, the credit structure and the legal sector with complete dossiers starting directly from account statements.
- Greater respect for the environment thanks to the drastic reduction in the generation of copies and reprints of individual documents.

STRENGTHS

Document Management and Document Storage

SECURITY

Surveillance, video surveillance and a unique fire-fighting system.

The paper archive is the story of a company, it is the result of thousands of hours of work, of the deployment of physical, intellectual and economic resources.

For us, safeguarding the know-how of our customers is a top priority.

Always attentive to archive security, SGA has a team of professionals who pay careful attention to regulatory and technological updates.

SPEED

We process your **archive searches** in an average of **4 working hours**.

A team of specialized operators is always ready to take charge of archive searches in order to manage even the most urgent ones.

Special agreements with leading couriers allow us to deliver the documents required by 4 pm already during the following morning before 12 pm.

FLEXIBILITY

We are able to respond to any need, even beyond the usual standards.

A streamlined corporate structure allows us to **quickly take over, index, digitize and store a paper archive**, also managing emergencies.

A management system specifically designed for SGA enables us to manage structured indexes based on any specific customer needs.

QUALITY

All **work steps** are **rigorously mapped** so that not even one sheet is lost.

The operating procedures and an ERP program track the movement of documents from when they leave the customer's premises to when they are shredded.

PROFESSIONALISM

All our operators are permanent and constantly trained direct employees.

The experience gained in the service of bankruptcy procedures, professional and multinational firms make unique their

skills in the management of paper and digital archives.

Every employee is an important resource for us.

CUSTOMER SERVICE

A qualified operator is always available to assist you with archive searches.

If you cannot find a document in your index, an expert in search management will **always be available at the toll free number 800134637 or via chat** to help you identify the folder that contains it and to advise you whether it is better to receive a dossier in digital format or through physical delivery by defining with you times and costs.

CALL OUR EXPERTS NOW

Call our toll free number now to learn more

DO YOU WANT TO KNOW WHICH IS THE MOST SUITABLE SOLUTION FOR YOUR COMPANY?

Write to our experts using the form

TOLL FREE NUMBER



CONTACT US

SGA Srl - Archiviazione Documenti
Via San Francesco Saverio, 12 | 20823 Lentate sul Seveso (MB)
Tel: 0362 572112 | Fax: 0362 681870
Mail: info@sgaservice.com
Mail amministrazione: amministrazione@sgaservice.com
Mail PEC: amministrazione@pec.sgaservice.com
Website: www.sgaservice.com